



**STATE LIFE**

*Insurance Corporation of Pakistan  
City Tower, New Lahore Road,  
Narowal Zone.*

*Ph: 0542-411904  
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**TENDER NOTICE NO. SLIC/NWL/SPACE HIRING/04/2023**

**Tender for Hiring of Space on Rent for State Life Zonal Office Narowal**

State Life Insurance Corporation of Pakistan Narowal Zone intends to hire the space on rent for Zonal office Narowal in this regard sealed Bids are invited in accordance with PPRA Rules under “**Single Stage One Envelop**” procedure.

➤ **General Terms & Conditions:**

1. Sealed envelope should be clearly marked as **Hiring Office Space on Rent for Zonal office Narowal**.
2. Bidder must Print General Terms and Conditions and requirements pertaining to Rented Property/office space on his offer letter properly signed and stamp with date.
3. **The bids will be accepted up to 30/11/2023 at 11.00 am and will be opened on the same day 11.30 am in the office of undersigned.**
4. Bid Security amounting to **Rs.120,000/-** in form of pay order in favor of State Life Insurance Corporation of Pakistan should be enclosed **with bid Proposal** which will be refunded to unsuccessful bidder upon completion of formal procurement process. Whereas, bid security of successful bidder will be retained till handing over of offered building to State Life duly completed in all respect on monthly rent basis.
5. No Tender will be accepted without bid security.
6. **Bid validity should be 90 Days.**
7. **Bidders/Vendors are required to submit following documents alongwith their Bids.**
  - A. Copy of Income Tax/Sales Tax Registration certificate of Property Owner (s)
  - B. Affidavit on Rs.100 Stamp Paper assuring that the building is free from any dispute and litigation.
  - C. Road Map where Building is situated with outside Picture of the Building.
  - D. Detail of other parties who have occupied space on rent in the building (if any).
  - E. Application of property owner duly signed for offering his building/portion on rent ownership documents of the building.
  - F. Map of the Building duly approved by Local Authorities.
  - G. Valid CNIC of the Property Owner(s).
  - H. In case of 02 or more owners application must be accompanied with legal /legitimate power of attorney in the name of applicant (enclosed documentary proof).

- I. Building being offered must be free of encumbrance, possession able and free from all type of litigation. No Loan has been taken against the property and it has not been pledged anywhere.
  - J. Building should be constructed as per approved bylaws of the concerned municipality /cantonment Board etc.
  - K. Proof of all previous Utility bills (paid) must be furnished. Previous Taxes of the Building (if any) have been paid by the owner (enclosed documentary proof).
8. Financial Proposal should be submitted on format mentioned on page 03 duly filled quoted rent in words and figures as well as Financial Proposal must be signed by the bidder.
  9. Offered rent must be quoted both in words and figures.
  10. The bidder must be quote rent rate per month and subsequent accumulation to 03 Years.
  11. Initial Agreement will be made for a period of 03 Years which may be extended on mutual consent.
  12. The Tender received after the due date and time will not be entertained.
  13. Conditional Tender will be rejected.
  14. Bidder must strictly insure availability of proper facilities in the offered building, in case of failure penalty @ 5% of monthly Rent will be imposed on weekly basis.
  15. State Life reserves the right to accept / reject all the proposals of the bidders in accordance with PPRA Rule 33 (1).

**Mandatory Requirements Pertaining to property Offered on Rent.**

- A. The required Office Space is approximately 16000 sq.ft.
- B. The Building should be at main Commercial Roads of the City (Preferably Circular Road Narowal)
- C. The approach of the building should be direct from main Road.
- D. There should be a proper dedicated parking space
- E. Building has all basic facilities like Electricity, Water and Telephone
- F. There should be proper / dedicated / separate 03 Phase Electricity Connections.
- G. The space must have at least 07 Wash Rooms.
- H. The covered area of the building should be minimum 12800 sq.ft. also enclose documentary proof.

**In case of any query please contact undersigned.**

**(Secretary)**  
**Zonal Procurement Committee**  
**Personnel & General Services Department**  
**State Life Insurance Corporation Of Pakistan**  
**Zonal Office**  
**City Tower, New Lahore Road, Narowal**  
**Phone: 0542-411904**

## Financial Proposal

<b>S. No.</b>	<b>Particulars</b>	<b>Rate Per Month in PKR</b>	<b>Total Cost in PKR Per Annum</b>	<b>Total Cost in PKR for Three (03) Years</b>
01	Rent Offered			

**Total Cost in PKR for 03 years inclusive of all applicable Government Taxes in Words.**

**Note: Above Financial Proposal must be duly signed by the Bidders  
All entries must be properly filled without any cutting / overwriting.**

## **Technical Evaluation Criteria**

### **For the Items as per Tender Document**

<b>S. No.</b>	<b>Evaluation</b>	<b>Total Point</b>	<b>Point Earned</b>
1	(Company Profile) Registration Certificate =05 Sole Proprietorship =05	10	
2	Dealership Certificate	10	
3	Income Tax Return for Last 02 Years are required	10	
4	Satisfactory Report From Previous Clients (at least 02) of quoted item (COMPULSORY)	10	
5	On site free <u>warranty</u> with parts and labour as mentioned in the Tender Documents (COMPULSORY)	10	
6	List of Experienced Technical Staff is required.  Number Of Staff  0-----05 = 05 06-----08 = 08 08 or above = 10	10	
7	An Affidavit is required that the Firm/Supplier has never been Blacklisted by any Govt. Department. (COMPULSORY)	10	
8	The Bidder will have to attach copy of NTN and Sales Tax/PRA Registration with their Bids (Active Taxpayer)	10	
9	List of Present Clients/Past Experience (at least 05) with other Govt. Departments/Institutions (COMPULSORY)	10	
10	Financial Soundness/Bank Statements/Bank Certificates One Year Bank Statement	10	

Note: Qualification Criteria is Minimum 70%

Incharge P&GS  
Member

Zonal Accountant  
Member

Incharge PHS  
Member/Convener

Incharge N.B  
Member